



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
QUALITY REVIEW SPECIALIST (2 positions)

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 15289 and 95550

Hours: 35 hours/week – Monday - Friday (1st shift)

Salary: \$54,738 – \$74,194 (HC-23) *employees new to state service start at bottom of range

Closing Date: January 13, 2014

Eligibility Requirement:

Candidates must have passed the **Quality Review Specialist** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

This Quality Review Specialist (QRS) position is responsible for conducting requisite Quality Management Services (QMS) Division monitoring and oversight in public and private service locations including: licensing inspections in Community Living Arrangements (CLA's/Group Homes), Community Companion Homes, as per DDS Regulations 17a-227 – 1-30 and CMS Waiver Requirements, and Quality Service Reviews in all DDS operated or funded service types- residential and day.

Performs on-site inspections through reviewing, monitoring and evaluating programs and services; observes persons served and staff interactions and conducts interviews of staff, persons served and family members or guardians; interprets federal and state regulations regarding facilities under their jurisdiction; prepares reports on facilities, programs and/or agency findings for compliance with pertinent federal and state regulations and communicates results; maintains records of inspections and subsequent recommendations; meets with providers in cases of non-compliance and suggests plans or correction as needed; provides on-going consultation and technical assistance in relation to requirements and implementation of program standards; investigates complaints regarding licensed or certified facilities, programs and agencies; identifies situations of serious threat to client health and/or safety and recommends corrective action; assesses outstanding corrective actions and follow-up items; conducts outreach to family members or guardians; reviews and evaluates medical records, individual plans, case notes, legal and fiscal documents; assists in the development of regulations, policies and standards for quality assurance; may research, analyze and contribute to the development and implementation of new quality measures and methods; may determine appropriateness of individual services and supports on an ongoing basis; may prepare data for legal proceedings regarding service quality to persons served; may participate in administrative and legal proceedings; may coordinate team inspection procedures; performs related duties as required.

General Experience: Six (6) years of experience in writing, implementing and/or evaluating individual client programs for persons with developmental disabilities or other related conditions.

Special Experience: One (1) year of the General Experience must include experience on an interdisciplinary team addressing the residential, programmatic or educational needs of persons with developmental disabilities or other related conditions.

Note: For State Employees, the Special Experience will be interpreted at the level of Supervising Developmental Services Worker 1 or Supervising Developmental Services Worker 2.

Special Requirements: Incumbents in this class will be required to travel and must have a valid driver's license.

Preferred Skills & Experience:

- Strong written and verbal communication and negotiating skills.
- Previous experience in performing quality audits.
- Sound interviewing skills.
- Strong organizational and time management skills.
- Strong knowledge of applicable CT statutes, regulations, policies, procedures, standards, code requirements and best practices.

- Experience in interpreting applicable CT statutes, regulations, policies, procedures, standards, code requirements and best practices.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Only submit a single application listing both position numbers please.

Send application materials to:

Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Daimar Ramos
Email: Daimar.Ramos@ct.gov Phone: 860-418-6121 Fax: 860-418-6004

[Application materials can be mailed, faxed, or emailed.](#)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.